



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Office Support Specialist

FLSA: NE

SERVICE: Classified

REVISED: 7/11/05

Summary: Under close supervision, performs general office and clerical work of routine difficulty; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Receives, sorts, indexes, types, files and retrieves forms, correspondence, and documents.
- Compiles reports and summaries of work.
- Checks and completes records, forms and documents.
- Receives and distributes correspondence.
- Operates a variety of office equipment.
- Compiles required reports.
- Maintains records and files.
- Assists other administrative support duties as needed.

Knowledge and Skills:

- Knowledge of mail classes and postage requirements.
- Knowledge of personnel and departments.
- Knowledge of office equipment.
- Skill in general accounting practices.
- Skill in tracking and reporting activity levels.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Minimum Qualifications:

High School Diploma or G.E.D.; AND one year general clerical experience.